



PARKS & RECREATION OFFICE ASSISTANT

MAJOR FUNCTIONS: Performs responsible support and administrative functions for the Parks & Recreation Department. Work is performed under the supervision of the Parks & Recreation Director.

ESSENTIAL DUTIES: Assists with the daily operations of the Parks & Recreation Department, which includes daily contacts with City department directors and employees, recreation league members, civic group members, the media, and various federal, state and local agency officials, as well as providing across the counter and telephone information to the public to initiate service requests, answer inquiries and resolve complaints and problems.

Performs various secretarial duties, including answering telephones, composing and preparing reports (i.e., use of computer software for building rentals), letters, memos, and various other materials and notices, scheduling events and rentals in various City facilities, scheduling meetings for the Director and compiling information through research of legal, fiscal or other specialized documents and records, prepares purchasing and invoicing documents for all Parks and Recreation divisions, prepares and reports financial documents of daily operations.

Exercises initiative, independent judgement and discretion. Performs other non-essential duties as required.

KNOWLEDGE, EDUCATION AND EXPERIENCE: Knowledge of modern office practices, procedures and equipment (e.g., telephone, computer copier, fax machine and other related equipment). Must have knowledge in establishing and maintaining department files and records. Ability to communicate clearly and concisely (i.e., verbally and written). Ability to establish and maintain effective working relationships with City employees, federal, state and local government representatives, contractors and the general public is essential.

Graduation from High school or GED required. Prefer successful candidate to have three (3) years experience in responsible clerical, secretarial and administrative work with an emphasis in office management. An equivalent combination of education and experience will be considered.

JOB LOCATION: Parks and Recreation Office, 119 West Park Street

WORK SCHEDULE: Monday – Friday 8AM – 5PM. Must be able to work weekends as needed.

HIRING RATE: \$36,250 Annually

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit to the Parks and Recreation Director at 119 West Park Street or email: cmcghee@auburndalefl.com. Applications may be obtained at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer